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5 October 1960

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TO: [REDACTED]

SUBJECT: Information for Hull Committee Report
(Covering 18 March to 1 October 1960)

The following are the most significant contributions of this Staff since 18 March 1960:

1. A Support Handbook was prepared for the Africa Division as an aid to operational personnel in following proper procedures and channels to obtain support services.
2. Developed criteria for the types of materials, documents and other items suitable for transmission to the field via a non-accountable pouch manifest, and prepared a [REDACTED] on the subject. This Notice, which has been issued, will eliminate a substantial quantity of transmittal dispatches between headquarters and the field.
3. Revised the work standards in the RID [REDACTED] based on standard allowances developed elsewhere in RID. This brought the work standards more in line with production capabilities of employees and resulted in a more realistic measurement of performance.
4. A survey of the restrictions placed on documents filed in RID resulted in the lifting of these restrictions. This improved customer service by permitting them to be serviced direct from the RID files without first clearing the document through the originating Division. *any savings?*
5. Recommended against the initiation of a major preventative maintenance program for RID Flexowriters, and demonstrated that an additional GS-5 position was not required for the performance of all repair work and all minor preventative maintenance. This resulted in a personnel savings of \$4500. per year and less machine down time since the technician is on site location.
6. Prepared an administrative instruction for publication which defines the location of WH [REDACTED] field installations, their cable and dispatch addresses, their related cryptonyms, and the means of servicing the field and headquarters pouches.

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7. Developed registry procedure for WH ☐ compatible with RID and WH Division Registry. Prepared a staffing guide and division of work.
8. Prepared a revised organization chart and a set of functional statements for WH ☐
9. Improved customer service by recommending that complete information be extracted on cross-reference sheets so that customers obtaining document from RID can take action without requesting the original documents. *any change*
10. Recommendations pending acceptance for two other studies completed during this reporting period will represent, if accepted, a personnel savings of \$30,910.00 per year.

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Acting Chief,
Management Analysis Staff
(DD/P Area)